


**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EO/DDA	AM	9 NOV 1981
2.			
3.	SSA/DDA	12/17/81	NOV 1981
4.	EO/DDA	AM	
5.	File		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

1-3: Someone should request copies — you folks in  
 John

3-4 Finance took action on this

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.



NOV 4 1981

DD/A Registry
81-0682/1

Mr. Harry E. Fitzwater  
Deputy Director of Administration  
Central Intelligence Agency  
Washington, DC 20505

DD/A REGISTRY

FILE: *Travel* ~~103~~

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1981

Dear Mr. Fitzwater:

The second edition of the General Services Administration's (GSA) semiannual "Federal Hotel/Motel Discount Directory" will be available in January 1982. Copies of this issue will be distributed at no cost to all Federal Government agencies. The directory is not designed for an individual employee's personal use, but rather for the travel planning and approval personnel.

Due to the overwhelming demand and our inability to handle all requests on our first publication, we are soliciting your agency for the number of copies desired. In addition, we are requesting that your agency forward us a limited central and regional/field distribution listing. GSA will arrange with the Government Printing Office for direct distribution.

For your information, we were advised by American Airlines that the "American Airlines Per Diem" booklet, which also lists reduced lodging rates for Government employees traveling on official business, is being discontinued after this year.

Please forward your response to Mr. Ivan Michael Schaeffer, Assistant Commissioner, Office of Transportation and Travel Management, General Services Administration, Washington, D.C. 20406, by November 20, 1981.

We appreciate your efforts in expediting this request and look forward to joint initiatives in reducing Government travel costs.

Sincerely,

ALLAN W. BERES  
Commissioner